

## **NUTRITION SERVICES PROGRAM ANALYST**

### **DEFINITION**

Under the general guidance of Nutrition Services administration, performs technical accounting and fiscally related functions and activities; assists in the performance of internal and external audits of special funds and accounts; assists in the preparation of the annual budget and in adjusting budgetary accounts to match actual revenue and expenditures; prepares cash flow projections and reports; reviews, monitor and audit nutrition services record management activities; develop procedures for obtaining cost and operational data from the cafeterias, production kitchens, warehouse, and other related sources; analyze financial data related to food, labor, and other program costs for the presentation of financial reports in budgeting, cash flow analysis, projections of financial status, and subsidy claims and grants; assist in compliance with Federal and State regulations in regards to fiscal matters pertaining to all school meal programs; and performs other related duties as required.

### **ESSENTIAL DUTIES**

- Performs a variety of financial record keeping functions related to Nutrition Services' accounting, budget control, procurement, inventory control, capital assets control, food service and payroll operations.
- Reviews, monitors, audits, and supervises the accounting, budget, food service, and payroll record management of the various District funds and payroll functions, including encumbrances, invoices, warrants, current liabilities, cost transfers, abatements, budget transfers, payroll records, payroll warrant listings, payroll deductions, tax computations, commodity tracking and related transactions.
- Maintains journals, ledgers, and other accounting records.
- Prepares account and fund analysis.
- Reviews work processes and procedures involving inventory and commodity tracking, payroll, production, general accounting tasks, and provides recommendations and implements as needed.
- Provides guidance and professional development to staff in relation to Nutrition Services' accounting, budget control, procurement, inventory control, capital assets control, food service and payroll operations.
- Maintains records and inputs data as it relates to Federal and State meal program regulations.
- Develops procedures for the collections data used to prepare Federal, State and local reimbursement of meals and other costs. Accurately prepares and analyzes subsidy and grant claims to ensure compliance with meal collection and reporting of financial data.
- Responsible for the collection, documentation, transmittal, and retrieval of meal program cost and operational data pertaining to meal eligibility, participation, meal payment transactions, assignment of labor, and food inventories at the sites and warehouse.
- Prepares financial and operational reports as required by the Nutrition Services operation.
- Assists in the formulation, revision, implementation, and maintenance of computerized record management systems.
- Effectively use a computer terminal for the inputting of financial data into computer-assisted accounting, budget control food service, and payroll systems.
- Performs a wide variety of statistical and research data gathering activities.
- Guides and coordinates the functions and activities of other accounting, budget control, food service, personnel and provides technical assistance in the use of child nutrition systems.

## **QUALIFICATIONS**

### Knowledge of:

Principles and methods of accounting, budget planning, inventory management, position control management and internal control processes; financial record management, procedures and techniques; GAAP, California School Accounting Manual legal mandates, practices, and procedures; computer-based financial management systems; effective communication and time management skills. Principals of state and federal cost accounting; federal, state and local procurement regulations and other compliance requirements as set by the various awarding agencies.

### Ability to:

Interpret and effectively communicate accounting, information pertaining to budget, regulations and guidelines; prepare clear and accurate financial statements and reports; perform complex and difficult mathematical calculations and verify computations; understand and carry out oral and written directions; meet critical reporting deadlines; establish and maintain cooperative working relationships; work with a variety of business & financial software programs.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information,
- the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **EXPERIENCE AND EDUCATION**

**Education:** Candidate must possess an Associate of Arts degree, with course work or training in the following areas: accounting, finance, economics, budget planning and control, business administration or closely related fields.

### **Experience:**

Two years of experience in accounting, budget control, financial planning and/or payroll. Experience in an educational agency preferred. Experience in e-Triton and Financial 2000 preferred.

### **License Requirement**

Possession of a valid California Motor Vehicle Driver's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.